

## **FM SAFETY COMMITTEE – MINUTES**

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**Date:** March 11, 2015

**Location:** FM Conference Room, 921 Main Street

**Meeting Attendees:** Teams Represented:

Bldg. Maint. Capitol Complex - Dean Mabe (Absent)

Bldg. Maint. East A – Paul Ross

Bldg. Maint. East B – Drew Hook

Bldg. Maint. West A – Mark Stasio

Bldg. Maint. West B – Sharon Rivers

Bldg. Maint. State House – Luke Polyak (Absent)

Bldg. Systems/Energy-Environmental – Phil Campbell (Absent)

C&P – Jeff Temples (Absent)

Custodial – Thomas Eichelberger (Absent)

Horticulture – Al Hatfield

Parking – Sharon Praylow

Managers – Schell Carson, Amanda Heaitley, David Martin, Roosevelt Corbett

Safety – Bernie Lee

Program Support – Indigo Burroughs (Absent)

Others – N/A

**Call to Order** [Chair]: 8:34 AM

**Attendance** [Safety]

**Approval of Previous Meeting Minutes** [Chair]-Minutes from the February 11<sup>th</sup> meeting - approved. Note the point of contact for Item 4e. HVAC LOTO procedure was changed from Paul Ross to Schell Carson.

### **OLD BUSINESS:**

1. **Policies:** The following policies or changes recommended by the FM Safety Committee which are pending management approval for implementation. [Scott Capell] Next Quarterly Report: July 8, 2015.
  - a. Space Heater Policy
  - b. Increased Reimbursement for Personal Protective Equipment
  - c. FM Emergency Response Procedures
  - d. Cooking Appliances in the Workplace
  - e. Hot Work Permit Program
2. **Fire and Life Safety Equipment:** Fire code-required inspection tasks and maintenance schedules, provided to Cynthia Piper, are to be incorporated into the next TRIRIGA (preventive maintenance work order system) update. [Cynthia Piper, David Martin, Amanda Heaitley] Next Quarterly Report: July 8, 2015.
3. **Call Back Training:** Roosevelt Corbett provided an initial overview of intended training for Call Back employees (see attachment for general outline). This training is to be based on the manuals for the fire control panels of which there are 7 different types. In addition to the Call Back Books, quick sheets and books are to be kept at each fire control panel. Discussion included for new employees with Call Back responsibilities to be trained prior

to assignment, the Call Back Supervisor is to have a change of shift briefing with both off-going and on-coming Call Back personnel, and the possibility of re-forming a Fire Equipment Response Team. Having a live person versus an automatic process to determine emergency response was briefly discussed. A subcommittee (consisting of David Martin, Amanda Heaitley, Schell Carson, Roosevelt Corbett, Drew Hook, Paul Ross and Mark Stasio) is to continue discussion and to make recommendations.  
[Roosevelt Corbett]

4. **Fixed Ladder Safety Upgrades:** Schell Carson requested from the Ladder Subcommittee the top three ladders identified for repair/replacement and intends this approach annually until larger funding can be obtained. [Holly Bockow] Next Quarterly Report: July 8, 2015.
5. **LOTO Procedure:** J.P. Gouffray needs Trades Specialist assistance in order to develop a lockout-tagout process for HVAC recirculating and fire pumps to be posted. [Schell Carson]
6. **Arc-Flash Warning Labels:** (No Report) Due to the scope and time required the Committee recommended for the project to conduct arc flash risk assessments and posting of warning labels on electrical systems in all buildings to become a C&P project. [Schell Carson] Next Quarterly Report: July 8, 2015.
7. **FM Safety Committee Annual Goals:** The subcommittee met twice in February. Proposed goals and discussion were briefed (see attachment). Adoption of these goals is still pending. [Mark Stasio]
8. **HAZCOM:** Due to new OSHA requirements, all Safety Data Sheets need to be replaced. All employees are to ask for new Safety Data Sheets when obtaining chemical products from vendors and turn them into Holly Bockow. [Every Team Supervisor]

### **NEW BUSINESS:**

1. **Monthly Safety Dashboard:** February 2015 (see Safety Webpage) [Bernie Lee]  
NOTE: There was a suggestion to provide an incentive (bonus money and/or leave) for individuals who met safety thresholds such as one year without having an OSHA recordable accident and increase this annually until a 5 year maximum cap was reached. Discussion cited that such an incentive can also create a dis-incentive to report accidents. There was no action taken.
2. **Team Representative Vacancies** [Chair]
  - a. FM Program Support (and FM Safety Committee Secretary): To be filled by Indigo Burroughs.
  - b. East Team B: Vacancy filled by Drew Hook who was welcomed to the committee.
3. There was no decision on whether to meet on the scheduled date of June 10<sup>th</sup>, reschedule for June 9<sup>th</sup> or to skip June's meeting due to the conflict with training for National Safety Month each Wednesday in June.

### **NEXT MEETING: April 8, 2015; 8:30 A.M., FM Conference Room.**

New items for the next meeting's Agenda are to be submitted to Mark Stasio or Holly Bockow by April 3, 2015.

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**Adjournment – 9:30 AM**

## **Minutes for the FM Safety Sub-Committee for GOALS : CY 2015-2016**

### Meetings / Attendance:

1. Friday, February 20, 2015 @8:00 AM – 9:00 AM: Clivis Hamilton, Holly Bockow, Bernie Lee, Sharon Rivers, Mark Stasio, Dean Mabe
2. Thursday, February 26, 2015 @8:00 AM – 9:00 AM: Holly Bockow, Bernie Lee, Sharon Rivers, Mark Stasio, Dean Mabe

### **Goals for the FM Safety Committee**

1. Promote Safety Month in June with outside training
2. Improve communication
3. Reduce Number of open Hazard Log Items

### Discussion:

1. Promote Safety Month in June with outside training
  - a. Hilti/Powder Actuated Tools and Firestop Applications: 9:30 AM – 11:30 AM & 2:00 PM – 4:00 PM on June 3, 2015 – Dennis Building Auditorium, Room 149
  - b. Simplex Grinnell Fire Extinguisher Training: 9:30 AM – 10:00, 10:30 – 11:30 11:30 AM on June 10, 2015 – FM Building Maintenance Break Room
  - c. Boiler Safety Presentation: on June 17th (still in coordination)
  - d. Hilti/Powder Actuated Tools and Firestop Applications: 9:30 AM – 11:30 AM & 2:00 PM – 4:00 PM on June 24, 2015 – Dennis Building Auditorium, Room 149
2. Improve communication
  - a. Job planning
    - i. Emphasize teamwork through Supervisor/Team Leader involvement
    - ii. When need two or more men versus one man to accomplish a job
    - iii. Needed tools, equipment, materials
    - iv. Proper procedures
    - v. Schell Carson has agreed to consider giving a class on Work Pre-Planning; Safety is to assist by providing some background information
  - b. Team meetings – Propose to increase frequency and regularity
  - c. Emergency procedures - What Trades Specialists are expected to do in various emergency situations (the proposed policy/procedure is with Scott Capell pending management review)R
  - d. Finalize recommended policy changes (such as Emergency Procedures; see Safety Committee minutes for other pending policies)
  - e. What does upper management want from the Safety Committee?
    - i. Are Safety Performance Measures (in Monthly Dashboard) satisfactory?
    - ii. Need goals and direction from management for the safety program (for the Safety staff and the FM Safety Committee)
3. Reduce Number of open Hazard Log Items
  - a. Safety to issue inspection reports to General Maintenance Trades Specialist for each building (in addition to providing to Scott Capell and Building Maintenance Program Manager)
  - b. Call Hazard Log items into the Work Order Desk to get them into TRIRIGA /work order system
  - c. Team members to meet with Supervisors to set priorities on Open Hazard Log/Work Order tasks
  - d. Schedule for fire equipment inspections and maintenance to be included in TRIRIGA

# **Fire Alarm What to Do? Who Should Respond?**

## **On Call Tech.s or Team Fire Tech.s!!!**

### **Insure you have the proper Keys for each type of fire Panel.**

On Call Tech.s Should have emergency key ring with them after hours or Team Fire Tech.s should have fire panel keys with them at work.

### **Know Panel and Annunciator locations**

Fire panel & Silent Knight Location, phone #, address & other information is located in the call back Book. Check the index!!! Team Fire Tech.s should be very comfortable with this information.

### **Know how to access / read Panel information**

An information sheet on the Fire panel & Silent Knight Panel display is location in call back book and inside the main Fire panel.

## **During Fire Alarm**

Go to Annunciator or the main Fire panel that is near an exit, if it safe to do so. IF not wait for fire department

Go with firemen to the Annunciator / Panel get location and alarm device information. Write down information.

Go to location – check area for what may have initiated the alarm, pull station, smoke detector, duct detector, or heat detector. Make notes for filling out paper work later. You will need it!!!

Fire department gives you all clear (If there is a fire report to your supervisor)

Go to Panel or Annunciator (Edwards EST-3), Silence Alarm and Reset System.

If system will not reset, check device that initiated the alarm, Make sure area is clear of smoke & strong odor.

IF fire panel will not reset, or is in a trouble condition after Reset and you are unable to correct the problem, you must call a supervisor for assistance!!!

## **After Reset**

Let building occupants know that the all clear has been give and they can reenter the building

Write down Fire Alarm information, location, time/date, and device, acknowledge and reset times. Fill out a Fire Alarm Information Data Sheet. Located in call back book.

Make sure you call USC Monitoring Station (777-4215) to inform them of the Fire Systems status.

Report fire alarm to your supervisor with details and call in a work order, during normal work hours.

Thursday, February 05, 2015